

Forward High Point, Inc. and all FHP Entities

Projected Scope of Work

for Administrative Assistant – Fall 2022

Job Specs and details/responsibilities:

Project #1 – Bookkeeping:

- A. Will work with **Carr, Riggs & Ingram (CRI), LLC** to facilitate seamless financial practices that benefit the organization in a concise manor and that would be maintained during this timeframe. These would include, but not limited to, items as follows:

DEPOSITS:

1. Responsible for physical deposits to the bank (TowneBank) or set up and contact with the courier service handling all deposits for TowneBank. You must contact the bank as soon as a deposit is ready for depositing. As of the writing of this document, deposits were only collected by the TowneBank courier on Monday's, Wednesday's and Friday's.
2. Once deposit is received at the bank and a bank receipt is available from the bank, Admin then responsible for the processing of Deposits which includes (but are not limited to):
 - a. Making copies of all paperwork associated with the deposit.
 - b. Scanning and sending of all deposit paperwork to CRI for entry into QuickBooks, with process as follows:
 - i. This includes, but is not limited to, a copy of the original check, deposit slip, and receipt of deposit from the bank.
 - ii. If there is additional paperwork associated with the deposit, then that must be included with the scanning and sending of deposit to CRI.
 - c. All deposits and paperwork should then be filed in either the bank statement binders or in the internal office files associated with the deposit's account.

INVOICES/STATEMENTS:

1. Responsible for accessing and processing of payments for all bills/invoices/statements via online TowneBank Portal. All bills will be paid via this method unless otherwise described.
 2. All invoices require pre-approval as indicated below:
 - a. Any amount under \$1,000 will require prior approval from President, unless this amount is an amount that is the same each month (i.e.: North State).
 - b. Any amount \$1,000 or more, will require two (2) prior approvals, one from the President and one (1) from the treasurer.
 3. If at any time, a physical check is written, (the President of the organization is **NOT** authorized to sign checks), then for amounts under \$999, the **treasurer must sign** the physical check. If the amount is \$1,000 and over, then **two (2) signatures** are required, and those can be from the treasurer, or any other Board Officer. A copy of the signed check must accompany the paperwork sent to CRI and then subsequently filed in the appropriate vendor file.
 4. Once bills/invoices are paid, all invoices/bills and accompanying paperwork, are scanned and sent to CRI for final processing in QuickBooks.
 5. Internal filing is required of all bills and paperwork associated with the payment of bill/statement/invoice once online process is completed and scanned/sent to CRI. All bills/invoices/statements are filed in the vendor files located in the black vertical file cabinet.
 6. Setting up new bill paying accounts in online banking app.
 7. Review and process of credit card monthly statement which includes providing a credit card expense report for all persons who use the business issued credit cards, and then sending them to accountant for processing into QuickBooks. At this time, credit card invoice is auto drafted.
- B. Will work with **Payroll Solutions (PS)** to facilitate seamless payroll practices that benefit the organization, that would include, but not be limited to:**
1. Responsible for submitting payroll bi-weekly.

2. Responsible for monthly report – internal filing.
3. Working with PS as needed.
4. Coordinating communication and work between the accounting firm (CRI) and Payroll Solutions.

C. ADDITIONAL BOOKKEEPING DUTIES:

1. Responsible for opening of mail and processing on a daily basis.
2. Responsible for printing of bank statements from online banking portal and filing them in the appropriate binders along with copies of deposits and transfers.
3. Yearly updates to internal file folders containing bills, paperwork, deposits, etc. This should be done after the end of the fiscal year (after June 30th), but, if possible, before the start of the audit.

Project #2 – Audit/Business Management:

- A. Process all requested information and paperwork associated with the yearly audit:
 1. All parties associated with any of the bookkeeping processes will need to be available for the fiscal year audit as needed by the auditors. Upon the completion of the audit, the auditors, Carr, Riggs & Ingram, LLC and FHP will establish a protocol for future audit procedures within the office staffing environment.
 2. Will work on setting up a system of procedures for office staff in regard to financial procedures required by the auditors and accountants.
 3. Will help auditors as needed.

Project #3 – Special Bookkeeping Needs:

- A. Land banking – will prepare quarterly invoices for expenses incurred by FHPP on behalf of the city, then will submit the invoice to the city for payment and follow up. (see accountant work).
- B. County Grant – will process admin portion of the processing for quarterly report filing. Will also follow up with President and accounting firm (CRI) for their portion of the reports required. (See accountant work).
- C. Any accounts payable maintenance not listed above.

- D. Any accounts receivable maintenance not listed above.
- E. Yearly Membership Drive – will work with the Treasurer and office staff to invoice, provide static information and thank you letter for contributions to this drive and for this task.
- F. Development, maintenance, and oversight of cash flow reports which are required for all monthly Executive Committee and Board meetings.
- G. Process all requests for W-9's from accountant by end of calendar year.

Project #4 – Website/social media/Weekly Enewsletter:

- A. Work with Multi-Media and Social Media Consultants to provide content for Website, Facebook, Instagram, LinkedIn, and Enewsletter

Project #5 – Administrative Management:

- A. Responsible for the oversight of all work sent to and delivered from the accounting Firm, Carr, Riggs, & Ingram, LLC. CRI's Scope of work for FHP is as follows:
 1. Processing of bills/invoices once paid in QuickBooks.
 2. Downloading of bank statements from online banking portal – bank statement reconciliation will be done immediately based on these statements.
 3. Posting of credit card monthly statement which includes processing of credit card expense report into QuickBooks.
 4. Processing of W-9's and submitting same to IRS by end of calendar year.
 5. Process all requested information and paperwork associated with the yearly audit, which includes, but is not limited to:
 - a. All parties associated with any of the bookkeeping processes will need to be available for the fiscal year audit as needed by the auditors. Upon the completion of the audit, the auditors, Carr, Riggs & Ingram, LLC and FHP will establish a protocol for future audit procedures within the office staffing environment.
 - b. Will work on setting up a system of procedures for office staff in regard to financial procedures required by the auditors and accountants.
 - c. Will help auditors as needed.
 6. COHP - Land banking expenses – FHP Properties– submittal for reimbursement (**Admin** & **CRI** to work together on):
 - A. This includes, but is not limited to preparing the quarterly invoices, spreadsheets of expenses, and letter of explanation for expenses incurred by FHPP on behalf of the City of High Point.
 - B. Then submitting all paperwork (including copies of bills available) to the city for payment and follow up.

7. Guilford County Grant – submittal for payment: (Admin & CRI to work together on):
 - A. Will process the office's portion of the processing for quarterly report filing.
 - B. Will also follow up with FHP staff and accounting folks for their portion of the reports required.
 - C. Then submit entire required paperwork to the county on a quarterly basis.
 8. Any accounts payable maintenance not listed above.
 9. Any accounts receivable maintenance not listed above.
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- B. Responsible for the taking of Minutes for Executive Committee (held monthly, on the second Tuesday of the month, at 4:00 pm) and Board of Directors (held bi-monthly on the third Tuesday of the month, at 4:00 pm)
 - C. Responsible for securing of locations for all meetings held by the Executive Committee and Board, plus any other meetings needed by the President. Organization of meetings on day of.
 - D. Responsible for the oversight of all office procedural work.
 - E. Responsible for work assigned to you by the President.
 - F. Responsible for all office organization, which includes, but is not limited to filing, tech support, office supply ordering, etc.
 - G. Supervising of Intern and working with the President to determine interns duties and responsibilities.
 - H. Other items assigned by the Executive Committee/Board.
 - I. Maintenance and upkeep of FHP Inc. and FHP Foundation By-laws and Articles of Incorporation books which contain, but are not limited to by-laws, articles of incorporation, confidentiality statement, conflict of interest statement, and any other documentation already incorporated in these binders.